

DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES

123 Chalan Kareta  
Mangilao, Guam 96913

**Simplified Reporting System and Periodic Change Report (HANDOUT)**

**What is Simplified Reporting and what do I have to do:**

The Simplified Reporting System (SRS) is a way for Supplemental Nutrition Assistance Program (SNAP), Cash Assistance Program (CAP) and Medical Assistance Program (MAP) clients to report changes. **You need to report only when your income exceeds the gross income for your household size shown below by the 10th day of the following month in which the change occurred.** (Ex: A change that occurs in Aug. must be reported by Sept. 10th)

Household Size	Amount	Household Size	Amount
1	\$1,316	6	\$3,656
2	\$1,784	7	\$4,124
3	\$2,252	8	\$4,592
4	\$2,720	Above 8	\$468 each additional member
5	\$3,188		

**Periodic Change Report (PCR)**

**When and How do I file an PCR?**

Six (6) months after application/renewal date, **you must** submit a PCR between the 1st and 10th of the month after you receive the form to the SNAP Office that handles your case (Northern - Dededo, Central - Mangilao or Southern - Inarajan). Example: If you receive the form in May, complete form between June 1 to June 10, sign and return to SNAP Office no later than June 10th.

**IMPORTANT:** If you submit PCR before June 1st, it will be returned to you.  
If you submit PCR after June 30th, you will need to re-apply for SNAP.

<b>SNAP &amp; CAP PENALTIES FOR THE FOLLOWING:</b>	
Offense	Penalty – Loss of Benefits
- Hiding information or making false statements - Using EBT cards that belong to someone else - Using SNAP and/or CAP to buy alcohol or tobacco -Trading or selling SNAP, CAP, and/or EBT cards	1 <sup>st</sup> offense: 12 months 2 <sup>nd</sup> offense: 24 months 3 <sup>rd</sup> offense: Permanently
-Trading SNAP or CAP for controlled substances such as drugs	1 <sup>st</sup> offense: 24 months 2 <sup>nd</sup> offense: Permanently
-Trading SNAP and/or CAP for firearms, ammunition or explosives -Trading, buying or selling SNAP and/or CAP of \$500 or more	Permanently
-Giving False information about who you are or where you live so you can get additional SNAP and/or CAP benefits	10 years for each offense

**Non-discrimination Statement:** The U.S. Department of Agriculture prohibits discrimination against all its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program

, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.)

**To file a complaint:** Complete USDA Program Discrimination Complaint Form found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html). Mail to: U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

Acknowledge by:

Updated: 11/01/2017: avtgs

Date:

Effective: 10/01/2017